

THE COUNTY OF GALVESTON - PERMIT CHECKLIST

DOCUMENTS NEEDED FOR BUILDING PERMITS & ANCILLARY STRUCTURES

(NOTE: All documents must be legible and NO LARGER THAN 11" X 17")

_____ Physical Address

Addresses are issued by GCAD (409-935-1980) for Bolivar Peninsula and
Centerpoint for all other unincorporated areas (713-207-4460)

_____ Permit Application

_____ Plans (detention may be required for Commercial Buildings)

_____ Site Plan

_____ Floor Plan (include square footage of living areas, storage areas and decks)

_____ Front elevation of structure

_____ Side elevation of structure

_____ Grading plan

_____ IRC Statement

_____ Energy Code Statement

_____ Inspection Acknowledgement

_____ Year, make, model, size and color (mobile home)

_____ Current registration tag receipt and picture of RV

_____ A, B-C or V Zone Acknowledgement / 180 Day Recreational Vehicle Form

_____ V-Zone engineer certification for piling and break away walls

_____ Fee

_____ If the site does not have public water or sewer service, we will need Galveston County Health District
(409-938-2411) approval for water well & on-site sewage system or a commitment letter from the
sewer provider. If disturbing 1 acre or more, GCHD approval for storm water will be required.

_____ If the site is on the Bolivar Peninsula and within 1,000' of mean high tide (of the beach), :

_____ GLO application

_____ Current survey

_____ Foundation design (piling layout if in a V-Zone)

_____ Dated color pictures of the site

From the street looking at the site

From the house site looking toward the beach

From the house site looking 45 degrees to the south west

From the house site looking 45 degrees to the south east

From the the beach looking back at the house

_____ Identify proposed driveway on a map, site plan or plat. Include driveway specifications
(dimensions and materials)

_____ Erosion Response Plan

CERTAIN CIRCUMSTANCES MAY REQUIRE MITIGATION OR ADDITIONAL DOCUMENTS AND INFORMATION TO THE ITEMS LISTED ABOVE

**ANY QUESTIONS, PLEASE CALL THE GALVESTON COUNTY BUILDING DEPT. AT 409-770-5552 OR YOU MAY
COME TO THE PERMIT OFFICE AT 722 MOODY 1ST FLOOR, GALVESTON TX 77550**

Applicants Printed Name:_____ Initials:_____ Date:_____

**GALVESTON COUNTY BUILDING DEPARTMENT
180-DAY RECREATIONAL VEHICLE PERMIT**

PERMIT# _____ DATE _____
OWNER NAME _____ PHONE _____
ADDRESS _____
TOWN _____ ZIP _____
SIZE _____ x _____ LICENSE NUMBER _____

RECREATIONAL VEHICLE – means a vehicle which is (1) built on a single chassis; not over 400 square feet when measured at the largest horizontal projections, not over 8.5ft. wide when measured at the largest horizontal projections, not over 13.6' high when measured from the ground to the highest vertical projection, and designed to be permanently towed by a light duty truck; (2) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel or seasonal use.

Require that recreational vehicles placed on sites within the community's one hundred year floodplain: (1) be on the site for fewer than 180 consecutive days, (2) be fully licensed and ready for highway use or meet the requirements in Article 3, Section C and paragraphs (1) through (6) of the Regulation of Galveston County, Texas for Floodplain Management. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

A new permit must be obtained for each additional 180 days. The condition by which the permit was issued must be maintained or the permit could be revoked and utilities could be disconnected.

EXEMPT RECREATIONAL VEHICLES- means recreational vehicles stored on a homeowners lot where the home already exist are exempt from the 180 day permit regulations. These vehicles must be unoccupied and not hooked up to water or sewer facilities, also they must be licensed and road ready.

I HAVE READ AND UNDERSTAND THE ABOVE REGULATIONS AND WILL COMPLY WITH THEM.

OWNER SIGNATURE _____
SIGNED _____

DATE _____

**GALVESTON COUNTY BUILDING DEPT.
(409) 770-5552**

County of Galveston
Building Permit Application

Flood Map Panel: _____ Flood Map Date: _____ Date: _____

Flood Zone: _____ Required Elevation: _____ Permit #: _____

Location of Building (Address): _____

Type of Improvement: ☐ Non Residential ☐ Residential
☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ M. Home ☐ RV
☐ Storage ☐ Detached Storage ☐ Deck ☐ Site Work ☐ Other

Value: Sq Ft _____ * Cost per Sq Ft _____ = Improvement Value _____

Sq Ft _____ * Cost per Sq Ft _____ = Improvement Value _____

Sq Ft _____ * Cost per Sq Ft _____ = Improvement Value _____

Fee: Total Fee _____ Total Value: _____

Foundation: ☐ Slab ☐ Pile ☐ Pier & Beam

Water Supply: ☐ Public ☐ Private Sewage Disposal: ☐ Public ☐ Private

IRC (if applicable): ☐ As published on May 1, 2008 ☐ Current City of Galveston

Number of Bedrooms _____ Number of Bathrooms: Full _____ Half _____

Owner: Name: _____ Phone #: _____

Address: _____

Authorized Agent: Name: _____ Phone #: _____

Address: _____

I hereby authorize, _____ to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application.

Signature of Owner

Date

I, _____, (Owner or Authorized Agent) agree to the conditions below:

I acknowledge areas below required elevation can only to be used for parking, storage or building access-No mechanical, electrical or plumbing is allowed below the base flood elevation except those specifically approved on the permit. The receipt, acceptance, and/or deposit of a check, money order or any form of payment to the County does not constitute any approval of a permit.

I agree on behalf of both myself and on those working on behalf of me that:

- There will be no deviation in the work performed from the construction, modifications changes or improvements ("Improvements") described in this Building Permit Application and shown on the attached plans and specifications except as may be authorized in writing by Galveston County acting by and through its Building Inspector prior to beginning work on any deviation from the described Improvements;
- Any deviation from the permitted Improvements identified by Galveston County is justification for the issuance of a Stop Work Order being issued by the Building Inspector;
- If a Stop Work Order is issued, I agree to immediately cease all work on the Improvements and will, within ten (10) days following receipt of the Stop Work Order, remove or correct any deviations identified by the County Building Inspector;
- I acknowledge Galveston County's interest in and responsibility of ensuring compliance with its Building and FEMA Regulations;
- I understand that any deviation in the work performed on the Improvements is a wrongful act causing irreparable injury and presenting imminent harm, for which Galveston County has no adequate remedy at law;
- I further agree that Galveston County's lack of an adequate remedy at law justifies imposition of a temporary restraining order and a temporary injunction issued against me to bar any further work under the Building Permit pending resolution of the dispute between Galveston County and me;
- In the event that Galveston County files suit seeking injunctive and/or other relief, I hereby submit to the jurisdiction of the State District Courts exercising jurisdiction in Galveston County and agree to the issuance of such temporary restraining orders and temporary injunctions as may be required to halt the construction of work on the Improvements that deviate from the Building Permit; and
- In the event that Galveston County files suit against me I agree to pay the reasonable attorneys' fee, court costs and other expenses incurred by the County in the prosecution of that suit.

I acknowledge the property may not have access to an existing improved road that is maintained by the County.

I acknowledge it is a violation to begin work before a permit is issued. This is only a permit application-not a permit

Compliance with Galveston County Building Permit Requirements will be strictly enforced.

Agreed: _____ (Printed Name of Owner or Authorized Agent)

Date: _____

Owner or Authorized Agent Signature: _____ Date _____

Address: _____ Phone: _____

Fee Paid: Money Order ___ Check ___ Credit Card ___ Approval/Rec# _____

FOR ADMINISTRATIVE USE ONLY
